

Portville Free Library
Monthly Trustee Business Meeting March 9, 2026

Roll Call and Call to Order:

Present – Pres. Ronda Pollock, VP Terri Batt, Treasurer Heather Wray, Manager Beth Marvin, Barb Fairbanks, Bri Barlow, Bob Weber, Secretary Bill Sponsler. Absent –

Meeting was called to order by Pres. Ronda Pollock

Secretary's Report:

- February 9, 2026 minutes – Accepted as presented.

Treasurer's Report:

- The report for February was accepted as presented.

Manager's Report:

- Gary Hollamby has provided a six-page inventory with assessment values of many of the library's historical items and collections and other miscellaneous items. We agreed to determine how these items support the history and mission of the library as part of the remodeling and repurposing project.
- Annual Report – It's presently due on 4/1, but the form is not available and training is not yet in place. All of the data has been prepared by Beth and Heather.
- Cindy's surgery – She had shoulder surgery today, 3/9, and will be out for about 6 weeks.
- Keys – Beth has misplaced her set of four library keys, but has spares and will continue to search for them.
- Book Orders – No orders of standard print books have been received from Brodart since late December. They are ordered through CCLS and shipped directly here. Apparently Brodart is having problems handling all of the extra business that used to go to Baker and Taylor.
- Alley Bretzin cleaning – We will keep her in mind for the future since we are in the midst of the remodel project.
- Confidentiality Policy – After much discussion, we decided how we wish to proceed, and will have the final combination of policy and process ready to approve at the April meeting.
- February 2026 Circulation update – Total 1403, up 345 from last year, up 24 from last month.
 - Adult fiction 232, up 18 from last year, down 29 from last month.
 - Adult nonfiction 77, up 29 from last year, up 6 from last month.
 - Juvenile fiction 682, up 167 from last year, down 33 from last month.
 - Juvenile nonfiction 189, up 78 from last year, up 37 from last month.
 - Attendance was 608, up 185 from last year, up 194 from last month.

Committee Reports:

- Parking Lot – The route of the pipe has been marked and cut, but there is still no news of when the digging will begin. The check from NYS for 90% of their 75% share is yet to be issued. We will be asked for a progress report by CCLS sometime in March, at which time we can ask for an extension of the starting time, depending on what we hear from the engineer.
- Air conditioning – NYS has not responded to the forwarded application.
- Remodel – Heather met with Chris Cooke and John of Cooke Architecture, along with subcontractor Bill who used two LIDAR (Light Detection and Ranging) scanners to measure the entire inside and outside of the building. These measurements will generate a 3D rendering that can be manipulated on the computer. Chris and Jon are excited about the project and have lots of ideas which they will incorporate into their vision of

how the building can best be used. Chris will check all codes to make sure how the basements can be used. He asked lots of questions.

- Basement floors – Chris says both floors in the Hill Wing can be overlaid, but he has suspicions that the old basement floor may need mitigation beyond just covering or sealing it. He will get some testing done and let us know the results.

Old Business:

- Job descriptions – After review and discussion, we decided that more work needs to be done so that they can be approved at the April meeting.
- Backup program for computers – Bill has decided that an NAS is not necessary, and that small SSD backup drives attached to each system are probably the best solution.

New business:

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Adjournment: Terri moved to adjourn, second by Heather. Carried.

Next meeting: April 13, 2026

Respectfully submitted,

Bill Sponsler, Secretary